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25 May 1971

MEMORANDUM FOR: Director, OBGI

SUBJECT : Annual Management Improvement
Plans and Reports

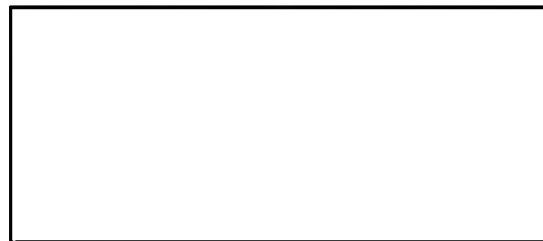
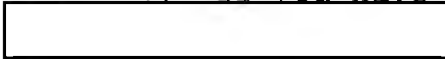
REFERENCE : Memorandum dated 24 Nov 70 from
DDI Planning Officer to DDI Office
Directors, Subject: Establishment
of a Management Improvement Program

1. Attached are the FY 1971 plans for management improvement and cost savings for your Office as reflected in the Intelligence Directorate submission to the Executive Director-Comptroller last December. These plans were selected from your response to the referenced memorandum.

2. We now need to report our accomplishments as well as establish new plans for FY 1972. It is necessary to report only on those items for which significant accomplishments have been achieved. Only those items should be reported under FY 1972 Plans for which a serious effort to upgrade performance and efficiency is planned.

3. Please submit your accomplishments and plans on the attached forms by 18 June 1971. Instructions for reporting are contained in the referenced memorandum.

4. If you have further questions, please contact



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Attachment: a/s

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OFFICE OF BASIC AND GEOGRAPHIC INTELLIGENCE

Management Improvement Report

30 December 1970

Section I. Management Effectiveness Goals, FY 1971

Production of Intelligence

Geographic

25X1 [] a) A major reorganization of OBGI's [] will be completed during FY 1971. This reorganization should significantly improve the Division's operating efficiency. Three branches will be eliminated, allowing three former supervisors to concentrate on production of maps. All OBGI cartographic activities will be concentrated on one floor in the Headquarters Building, which will permit the elimination of present duplication of lab space, type setting equipment, supply storage and vault space.

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b) A revised cartographic training program will be developed that will make full use of existing Agency facilities as well as offer additional in-house cartographic training courses. All personnel will receive indoctrination on the potential of the computer/plotter system, with the aim of increasing productivity through new uses of this capability. A new automated World Data Book II will be developed to bridge the gap between cartographic research and the automated production of cartographic products.

c) Improved geographic intelligence production efficiency will be sought through greater use of cartograms, simplified standardized cartographic products--"cartogrous" --instead of the more time-consuming full map compilations. ✓

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d) The CIA/DoD Intelligence Map Program will be examined in FY 1971, principally by means of a comprehensive User Survey. The purpose of this study is to determine the validity of the present scope and priority of the Program, and identify changes in them which should be made.

NIS Program

a) NIS products will be examined with a view to consolidating related or overlapping content, with a consequent saving in processing and production man-hours.

Section II. Cost-Reduction Goals

Production of Intelligence

Geographic

By increased use of automated cartographic techniques, it is planned to increase cartographic production in FY 1971 and at the same time reduce overtime by the equivalent of one man-year, [] It should be noted that automation permits the accomplishment of cartographic tasks which could not be done manually.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Pages attachment form FY 72